

# How to Become a Paralegal in Ontario

## Information for paralegal students

You must be licensed by the Law Society of Ontario to work as a paralegal in Ontario. To become licensed, you must:

### Meet academic and field placement requirements

Graduate from an accredited paralegal education program in Ontario, including meeting the field placement requirement.

### Apply to the licensing process

The licensing process year runs from June 1 to May 31. The deadline to apply is usually at the start of December of the previous year. You can apply online through the Law Society website. Allow plenty of time to prepare your application.

The licensing process consists of:

- a licensing examination
- a good character requirement
- application for a P1 licence.

All parts of the licensing process must be completed within three (3) licensing years. Learn more about the licensing process by viewing the Licensing Process Information Session webcast, on the Law Society website.

### Pass the examination

The paralegal licensing examination is self-study and open book examination comprised of multiple-choice questions. Examinations are offered in the Summer, Fall and Winter.

On the Law Society website, you will find a *Guide to Licensing Examinations* with tips on preparing for the examination. Tutoring for the examination is available to candidates who are unsuccessful.

### Be deemed to be of good character

To be licensed as a paralegal in Ontario, the *Law Society Act* requires that an applicant be of “good character.” The good character requirement is intended to protect the public and maintain high ethical standards in the profession by ensuring that persons who are licensed as paralegals show respect for the rule of law and the administration of justice and conduct themselves with honesty, integrity and candour. The licensing application includes questions that assist the Law Society in determining whether the applicant is of good character.

### Pay all required fees and submit all required forms

A fees schedule that outlines all fees and forms for the licensing process is set for each licensing process year and is available on the Law Society website.

Visit [Iso.ca/how-do-i-become-a-paralegal](https://www.iso.ca/how-do-i-become-a-paralegal) for more information



## **Apply for a paralegal (P1) licence**

Once you have passed your examination, paid your fees and have no good character issues, you are eligible to apply for your P1 (paralegal) licence. The P1 licence entitles you to provide legal services in Ontario, subject to the rules and regulations set out and enforced by the Law Society.

## **Other Law Society Resources**

### **Discrimination and Harassment Counsel**

Harassment and discrimination have no place in the legal professions. The Discrimination and Harassment Counsel Program runs independently from the Law Society and provides assistance to anyone who may have experienced discrimination or harassment by a lawyer, paralegal, or licensing candidate within Ontario.

### **Member Assistance Program**

The Member Assistance Program (MAP) is a confidential service fully independent of the Law Society. Lawyers, paralegals, law students, other legal professionals and their families covered by the MAP are provided with confidential access to a number of services. Members can get professional help with issues related to addictions, mental or physical health, work-life balance, career, family and more.

Visit [iso.ca/how-do-i-become-a-paralegal](https://iso.ca/how-do-i-become-a-paralegal) for more information